

22 **TUESDAY**
JULY, 1997

APPOINTMENTS & SCHEDULED EVENTS

JULY 1997							AUGUST 1997						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31											

162 Days Left

TO BE DONE TODAY (ACTION LIST)	
1	Ramp up plan
2	OFAS application
3	Invention
4	EDI write up
5	Dental Appt
6	Minnesota visit
7	EFT/EDI write up
8	Down, Albany tour
9	Free flyer tickets
10	JTB bid
11	DC LOCKBOX
12	List to Phil Brauning
13	Travel Minnesota
14	Paychex Contract
15	NCSEA tickets
16	MassMatters write up
17	Fold in Lockheed Fed Sys
18	SDU Group

TIME	NAME - PLACE - SUBJECT
7:00	Miss
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	Conf. Call Paychex
2:00	
3:00	Call Lyn Delaney
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	

PHONE CALLS	
X	Houpa
	Dick Proter
	Ed Ray (Kraft)
X	Kearney (BT)
X	Lyn Delaney
X	Charles Neuls
	Karen Carson
X	Kennell
X	Tom Donato (Paychex)

EXPENSE & REIMBURSEMENT RECORD	
	BankBoston
	MassMatters

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